

REQUEST FOR ENVIRONMENTAL AND MORALE LEAVE (EML) ORDERS

PRIVACY ACT STATEMENT

The information requested herein is solicited under the authority of 10 USC 124. This information will be used as an authorization to travel by EML eligible members. Use of the SSN is necessary to make positive identification of the individual records. This information becomes the record copy of orders after approval/authentication, and it enables members in overseas areas to procure transportation to and from the Aerial Port of Embarkation. Giving this information is not mandatory, but failure to do so would preclude publication of orders.

SPONSOR'S NAME (Last, First, M.I.):		RANK/RATE:	SSN:
COMMAND:			DATE ARRIVED ON STATION:
DATE LEAVE COMMENCES:	DATE LEAVE EXPIRES:	DESTINATION: (ONE DESTINATION ONLY)	

TRAVEL IS FOR:

() Sponsor only ☒ Family Members only () Sponsor and Family Member

FAMILY MEMBER INFORMATION

NAME (Last, First, M.I.)	RELATIONSHIP	DATE OF BIRTH	PASSPORT NUMBER

INSTRUCTIONS

AN APPROVED LEAVE REQUEST/AUTHORIZATION (NAVCOMPT 3065) MUST ACCOMPANY THIS FORM FOR ACTIVE DUTY PERSONNEL. TO ENSURE TIMELY PROCESSING, PLEASE PROVIDE ALL THE INFORMATION REQUESTED ABOVE AND FORWARD THE FORM TO THE SERVICING PERSUPPOET AT LEAST TEN DAYS PRIOR TO THE DATE LEAVE COMMENCES. ALL FAMILY MEMBERS MUST HAVE A VALID PASSPORT AND THE REQUIRED VISAS, IF ANY, FOR THE COUNTRY(IES) YOU WISH TO VISIT OR TRANSIT THROUGH.

EML TRAVEL TIPS

THE FOLLOWING INFORMATION IS PROVIDED TO ASSIST IN EML TRAVEL. FOR ANY QUESTIONS, PLEASE CONTACT YOUR UNIT'S ADMINISTRATION OFFICE. REVIEW USCINCPACINST 1700.2 SERIES AND APPLICABLE INSTRUCTIONS ISSUED BY THE AREA COORDINATOR, AVAILABLE AT YOUR UNIT'S ADMINISTRATION OFFICE. HAVE A GREAT TRIP!

- Sponsors must be on leave status before they may sign up for EML travel.
- Sponsor is not required to be on leave status unless he/she is traveling with the family members.
- Each sponsor and family member is limited to a total of two trips per year. Your command and the local PERSUPPOET have established local controls to ensure equitable travel opportunity.
- You may not sign up for EML travel earlier than the date shown in the "DATE LEAVE COMMENCES" block. Make sure this is the date you wish to sign up for EML travel; your actual departure date may be a few days later depending on the travel season and number of travelers.
- The date shown in the "DATE LEAVE EXPIRES" block is the last day you can travel on your EML orders. Sign up for your return trip when you arrive at your EML destination.
- Family members who are 18 years of age or older may travel by themselves, but those under 18 years of age must be accompanied by an adult EML eligible family member.
- You must be aware of any travel restrictions to all areas you intend to visit.
- EML travel is on space available basis and is not guaranteed. You must have enough funds to pay for the required travel tax and cost of a return ticket if space available seat is not available prior to the expiration of your EML orders.

SPONSOR SIGNATURE:

DATE: